



COMDTNOTE 1000
12 Nov 2002

COMMANDANT NOTICE 1000

CANCELLED: 12 Nov 2002

Subj: CH-38 TO PERSONNEL MANUAL, COMDTINST M1000.6A

1. PURPOSE. This Notice publishes a change to the Personnel Manual. This Notice is applicable to all active and reserve Coast Guard members and other Service members assigned to duty within the Coast Guard.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and chiefs of special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. No paper distribution will be made of this Notice. Official distribution will be via the Coast Guard Directives System CD and the Department of Transportation website (<http://isddc.dot.gov/>). An electronic copy will also be made available via the Commandant (G-WPM-1) website (www.uscg.mil/hq/g-w/g-wp/g-wpm/WPM-1.htm). Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. SUMMARY. Enclosure (1) summarizes the substantial changes throughout the Manual provided as enclosure (2). Any pages inadvertently omitted from the "Remove" column in previous changes should be discarded as obsolete.
5. PROCEDURES. Remove and insert the following pages:

<u>Remove</u> 5.A. Pages 11-14 14.A. Pages 13-26	<u>Insert</u> 5.A. Pages 11-14 14.A. Pages 13-30
--	--
6. FORMS AVAILABILITY. CG Forms listed throughout this change are available in "Jetform" on Standard Workstation III.

SALLY BRICE-O'HARA /s/
Rear Admiral, U. S. Coast Guard
Director of Personnel Management

Encl: (1) Summary of Changes
(2) Change 38 to Personnel Manual, COMDTINST M1000.6A

DISTRIBUTION - SDL 139

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	3	3	3		3	2	1	1	1	1		1	1	1	1	1	1	1	1							
B		5	10*	1	21	10	25	30	8	6	7	7	6	60	2	1	3	110	1	1	12	1	22	1	1	1
C	5	2	3	4	2	2	2	2	2		3*	2	1	4*			1	1		1	1	1	1	1	1	1
D	2	1	1	5	1	1	1	1		1	3	1*	1	1	2	1	1	1	1	1	1	1				1
E	2	4*						1						1*				1								
F																										
G																										
H																										

NON-STANDARD DISTRIBUTION: See action paragraph.


CH 38 TO PERSONNEL MANUAL, COMDTINST M1000.6A

SUMMARY OF CHANGES


Chapter 5	
Article 5.A.7.	Revised policy on promotion of officers on Permanent Commissioned Teaching Staff (PCTS) of the Coast Guard Academy.

Chapter 14	
Article 14.A.14.	Revised policy on selection boards for promotion of officers on the Permanent Commissioned Teaching Staff (PCTS) of the Coast Guard Academy.
Article 14.A.21	Revised policy on screening, selection, and appointment of officers to the PCTS of the Coast Guard Academy.

5.A.6.f. Number Selected for Promotion

Before convening a board to recommend RPAs for promotion to any grade, the Commandant will determine the total number of RPAs who may be selected for that grade by multiplying the computed opportunity of selection by the number of RPAs in the promotion zone. In applying the computed percentage, a fraction of five-tenths or greater shall be counted as a whole number. If the number of officers to be selected equals the number of officers in the promotion zone, a fully qualified promotion board shall be convened to select officers on a fully-qualified basis using the criteria established in  Article 14.A.12.


5.A.6.g. Selection Boards

Selection boards to recommend RPAs for promotion to all grades of captain and below shall be convened as  Article 14.A.12. describes.

5.A.6.h. Communicating with the Selection Board


RPAs may communicate with a selection board in the same manner as described in Article 5.A.4.e.



5.A.6.i. Failure of Selection for Continuation or Promotion

The following officers shall be released to inactive duty, continued on active duty, or retired under  Article 12.C.7.

1. An RPA captain not recommended for continuation.
2. Any RPA who has failed of selection for promotion to the next higher grade.
 - a. Other than one serving as captain, an officer fails selection if the board that considered him or her did not select that officer for promotion or, if the Commandant later removes the officer's name from the board's report or the list of selectees after the board recommended him or her for promotion.
 - b. An officer does not fail of selection if a board does not consider him or her due to administrative error. If the next succeeding board selects him or her and he or she is promoted, the officer holds the date of rank and precedence he or she would have held if the first selection board recommended him or her.


5.A.6.j. Promotions

1. List of Selectees. When the Commandant has approved the promotion board's report, all RPAs selected and approved will appear in the order of their current relative seniority.
2. Promotion. An RPA on the list of selectees shall be promoted effective on the date of his or her running mate is promoted and assigned the same date of rank as his or her running mate under  Article 5.A.13. procedures.

3. Delay of Promotion. The promotion of any RPA may be delayed if he or she has disqualified him or herself under the conditions set forth in  Article 5.A.13.
4. Removal of Name by Commandant. Subject to the Secretary's approval, the Commandant may remove any officer recommended for promotion from the report of the board convened under  Article 4.A.12.

5.A.7. Promotion of Officers on the Permanent Commissioned Teaching Staff (PCTS) of the Coast Guard Academy

5.A.7.a. Running Mates

1. An officer selected for PCTS, after successful completion of the probationary period discussed in  Article 14.A.21.j, shall be sworn into the PCTS and assigned a running mate on the ADPL. If an officer has successfully served at the Coast Guard Academy for two years or more, the Superintendent may recommend that the probationary period be waived. In such a case the officer will be assigned a running mate on the ADPL immediately following appointment. If the officer is appointed directly from the ADPL, the running mate shall be the officer of the same grade who was one person senior on the lineal list as of the date of permanent appointment to the PCTS. If the PCTS appointee happens to be the most senior officer of that grade, then the officer one person junior on the ADPL becomes the running mate.
2. When an individual is appointed to the PCTS in probationary status from a source other than active duty Coast Guard commissioned officer status, a rank and date of rank are assigned on the basis of his/her educational qualifications and professional experience. If the appointee is already a commissioned officer in good standing in the Coast Guard inactive reserve or in another service component, the current equivalent rank and date of rank will normally be retained. When such an appointee subsequently receives a permanent appointment to the PCTS, then the junior officer of the same grade and date of rank on the ADPL becomes the running mate. In case there is no one on the ADPL with the same date of rank, then the next senior officer of the same grade becomes the running mate.
3. If a PCTS officer's running mate is removed from the ADPL or changes position, then the new running mate is the officer next most senior on the list.
4. A member of the PCTS who fails selection for promotion for the first time shall be assigned as a new running mate the first ADPL officer who meets one of the following criteria (to be taken in order):
 - a. the officer of the same grade on the ADPL who has also failed selection for the first time and is one person senior;

- b. the senior officer of that grade who has failed selection;
 - c. the senior officer of that grade who has not previously been in the primary promotion zone. If the current running mate is selected for promotion or promoted while the PCTS member is out of line of promotion, a new running mate shall be assigned in accordance with the procedure described in this paragraph.
5. If a member of the PCTS is selected for promotion but his/her running mate was not, then the new running mate is the officer one person senior on the lineal ADPL list who was selected.

5.A.7.b. Eligibility for Promotion

Members of the PCTS shall not be promoted to a grade above that of Captain.

A member of the PCTS who is serving in a grade below Captain becomes eligible for consideration for promotion when his or her running mate is in the promotion zone established for that grade.

5.A.7.c. Selection Boards

Selection boards to recommend members of the PCTS for promotion to the next higher grade shall be convened as described in Chapter 14.A.

5.A.7.d. Promotion

1. List of Selectees. When the report of a board convened to recommend **members of the PCTS** for promotion has been approved, **the names of** those recommended **shall be** placed on a list of selectees in the order of their present seniority.
2. Appointment. **The appointment of a member of the PCTS to a higher grade shall be made** in the same manner as **an appointment of a Regular officer on the active duty promotion list.** ☞ Article 5.A.13.
3. Promotion. **A member of the PCTS recommended for promotion shall be promoted on the date his/her running mate is promoted or as soon thereafter as the Senate confirms the appointment. The procedures outlined in ☞ Article 5.A.13. apply.**
4. Removal from List of Selectees for Promotion. **The name of a member of the PCTS may be removed from a list of selectees by the Secretary in the same manner as the President may remove the name of an officer on the active duty promotion list and the effect upon his/her status and continued eligibility for promotion shall be the same.** ☞ Article 5.A.4.g.
5. Member of PCTS Appointed as Dean of Academics. **A member of the PCTS who is appointed to the position of Dean of Academics at the Coast Guard Academy shall be appointed in the grade of Captain without regard to**

paragraphs ☞ Articles 5.A.7.c. and d. above. If the individual is not already serving in the grade of Captain, the date of rank will normally be the effective date of the appointment as Dean. In such a case, the running mate will be the junior ADPL Captain with the same or earlier date of rank. If there is no officer who meets this criterion, then the next senior ADPL Captain will be the running mate.

5.A.7.e. Failure of Recommendation for Promotion

1. Placed Out of Line of Promotion. A PCTS member not recommended for promotion is out of line for promotion for one year from the date the Secretary approves the board.
2. Consideration by Second Board. A second board convened as described in ☞ Chapter 14.A. considers a PCTS member out of line for promotion.
3. Promotion after Selection by Second Board. A member of the PCTS who has once failed selection and is recommended for promotion by a subsequent board shall be promoted on the same day as the new running mate defined in ☞ Article 5.A.7.a.
4. Members of the PCTS who Fail Selection for Promotion Two Times. A member of the PCTS who fails selection for promotion two times shall fall under the guidelines of ADPL officers who fail selection for promotion two times as described in ☞ Article 12.A.13.

5.A.8. Selecting and Promoting Retired Officers Recalled to Active Duty

5.A.8.a. Eligibility for Selection for Promotion

1. Except in extraordinary circumstances such as wartime recall or urgent Service need, retired officers recalled to active duty normally are not eligible for promotion to the next higher grade, an exclusion the recall order will note.
2. In all cases the highest grade to which retired officers recalled to active duty are eligible for promotion is captain.
3. A retired officer who at retirement had once or twice failed selection for promotion to the next higher grade is not eligible for promotion if recalled to active duty.
3. If a retired officer recalled to active duty is eligible for promotion, he or she is eligible when his or her running mate is in the promotion zone established for the next higher grade.

5.A.8.b. Running Mates

1. Each retired, recalled officer who at retirement was on the Active Duty Promotion List (ADPL) is assigned as a running mate an officer on the ADPL,

14.A.12.g. Reports

1. Each board convened to select RPAs for promotion shall submit a written report signed by its members listing the officers recommended for promotion. If the board selects on a fully-qualified basis, its report shall contain detailed reasons for not recommending an officer for promotion.
2. The board shall certify that in the opinion of at least three members, if it has five, or two-thirds of the members, if the board has six or more, the RPAs recommended are fully qualified or the best-qualified for promotion, as applicable, of those Commander, (CGPC) furnished the board.

14.A.12.h. Submitting Reports

1. Each board shall submit its report to the Commandant, through Commander, (CGPC), for approval, modification, or disapproval. If the board has acted contrary to law or regulation, the Commandant or Commander, (CGPC) shall return the report for appropriate revision and resubmission.
2. When the Commandant approves the report, Commander, (CGPC) promptly disseminates the names of the officers selected to the Service at large.
3. Except as this Article requires, no one shall disclose selection board proceedings to any person not a member of the board.

14.A.13. Selection Boards for Promotion of Officers on the Permanent Commissioned Teaching Staff (PCTS) of the Coast Guard Academy

14.A.13.a. Convening of Boards


When one or more members of the PCTS are in the promotion zone, Commander, (CGPC) shall convene a selection board to consider them for promotion to the next higher grade. Separate boards may be convened for each grade if Commander (CGPC) deems it appropriate; otherwise a single board shall act for all grades.

14.A.13.b. Composition of Boards

A board convened to select members of the PCTS for promotion to the next higher grade shall consist of five officers of the regular Coast Guard who are serving in or above the highest grade to which the board may recommend members of the PCTS for promotion. An officer who has served as a member of a board that did not recommend an eligible PCTS

officer for promotion may not serve on a later board that again considers the same officer for promotion to the failed grade. To the extent that qualified members of the PCTS are available, at least two members shall serve as members of the selection board. However, at least one member of the board must be appointed from the ADPL.

14.A.13.c. Oath of Members of Boards

All members of the selection board shall swear that they will, having in view both the special fitness of members of the PCTS and the efficiency of the Coast Guard Academy in the accomplishment of its mission, perform the duties imposed upon them without prejudice or partiality; further, that they will make their recommendations as to selection for promotion in accordance with the standards prescribed in  Articles 14.A.13.e. and f. to the best of their ability.

14.A.13.d. Required Documentation

For each PCTS officer being considered for promotion, the officers' official personnel file will serve as the documentation on which the promotion decision will be based. The PCTS officer shall ensure that his/her Record of Professional Development (Form CG-4082) is updated and accurate.

14.A.13.e. Basis for Recommendation

Each selection board shall recommend for promotion those eligible members of the PCTS whom it considers fully qualified.

14.A.13.f. Performance Standards


1. Typically, faculty at an institution of higher learning are evaluated based on their contributions to teaching, service, and intellectual activities. At the Academy, however, faculty have the additional responsibility of contributing to the development of cadets as Coast Guard Officers. This responsibility is especially important to the role of PCTS. In addition, members of the PCTS are commissioned officers and thus are required to conduct themselves as such. Each performance dimension is discussed in general as follows:
 - a. Teaching and advising is the primary emphasis of all CGA faculty. Teaching encompasses course design, project design and supervision, daily class preparation, presentation of course material, assessment and evaluation of student performance, and techniques for motivating students to learn. Successful teachers have excellent skill in analysis and communication and are wholly committed to students and student learning.

- b. Service as in service to the Academy and the greater Coast Guard is expected; opportunities to contribute in this regard are many and varied. Examples of this performance standard include Academic Division leadership positions, major project officer responsibilities, major committee assignments, and Academy as well as Coast Guard related work assignments.**
 - c. Intellectual activity is a vital and necessary ingredient for a faculty at an institution of higher learning. Expectations for scholarly activity and professional growth depend upon rank and may vary somewhat with individual circumstances, such as seniority at the time of initial appointment and the service commitment of the PCTS member. Intellectual activity is to be interpreted broadly encompassing basic research, applied scholarship, pedagogy, and professional development.**
 - d. Cadet development is one of the Academy's two primary missions. Thus it is expected that members of the PCTS contribute significantly to the development of cadets as young adults, students, and future leaders. Again, the opportunities to contribute are many and varied. For example, participation in any of the multitude of summer training programs, participation in cadet social and musical activities, acting as a coach to a sporting team or advisor to a cadet club. Additionally, cadet development may manifest itself in the member's teaching, service, and/or intellectual activity. Members of the PCTS are also role models for cadets and junior military faculty. As role models and commissioned officers, they must maintain a high standard of bearing, conduct, integrity, and military professionalism.**
- 2. These performance standards are meant to be flexible enough to capitalize on the strengths of individual members of the PCTS and meet the needs of the Academy as a whole while delineating the fully qualified standards for promotion. While each of the performance dimensions (teaching, service, intellectual activity, and cadet development and military professionalism) is important, it is neither expected nor desired that every member of the PCTS would focus their efforts in a like manner. For example, a member of PCTS may serve in a variety of Academic Division leadership positions, thus focusing on "service." Another member of the PCTS may be conducting and publishing academic research and thus focusing on "intellectual activity." A third member of the PCTS may provide a more balanced picture of activity. As such, the three members will look very different to the promotion board. All three PCTS officers, however, may be fully qualified for promotion, if there is evidence of**

performance at or above the fully qualified level in each performance dimension.

3. A PCTS officer normally must be found to be performing at or above the fully qualified level in each performance dimension in order to be selected for promotion to the next grade. The fully qualified performance standards for promotion to each rank are defined more specifically as follows.

14.A.13.g. Performance Standards for Lieutenant/Lieutenant Commander

1. **Teaching.** Able to teach effectively any lower-level (i.e., introductory) course in the academic specialty.
2. **Service.** Has contributed to mission accomplishment at the Academy through service. Has demonstrated leadership potential.
3. **Intellectual Activity (Lieutenant Commander only).** Has demonstrated professional knowledge through participation in terminal degree program. Has demonstrated that the quality of work in terminal degree program to date has been of high quality. Has made progress toward the doctoral degree as contemplated in initial course of study approved by Dean of Academics as discussed in  Article 14.A.21.i.
4. **Cadet Development and Military Professionalism.** Has performed satisfactorily in cadet leadership development and /or summer training activities. Has demonstrated counseling and role modeling skills through academic advising or other mentoring opportunities. Has maintained a high standard of bearing, conduct, and military professionalism.

14.A.13.h. Performance Standards for Commander

1. **Teaching.** Able to teach effectively any course in the primary academic specialty. Has the ability to serve as course coordinator for multi-section courses. Has served as an effective mentor for junior faculty members.
2. **Service.** Has continued to contribute to the Academy through service. Has demonstrated leadership potential through development and rational presentation of original ideas for the improvement of the Academy.
3. **Intellectual Activity.** The PCTS officer has met the timetable for completion of the terminal degree as approved by the Dean of

Academics as set forth in ☞ Article 14.A.21.i. In addition, the PCTS officer is active in the academic community. Examples of intellectual activity include but are not limited to presentations at seminars, academic conferences, an approved dissertation proposal, a completed dissertation, and publications in academic and/or practitioner journals.

4. **Cadet Development and Military Professionalism.** Has participated in cadet leadership development and/or summer training activities. Has demonstrated counseling and role modeling skills through academic advising or other mentoring opportunities. Has continued to maintain a high standard of bearing, conduct, and military professionalism.

14.A.13.i. Performance Standards for Captain


For selection to captain, the member must satisfy the following performance standards. In addition, the member should be recognized as outstanding in either teaching, service, or intellectual activities as per the criteria specified below.

1. **Teaching.** Recognized as a teacher who promotes creative and active learning in students by cultivating critical thinking and improving the overall quality of teaching and learning at the Academy. Has a demonstrated record of success in guiding and evaluating junior faculty members. **Outstanding:** Has demonstrated professional knowledge through design of new courses and suggestions for curricula revision. Has made a significant impact on other faculty by fostering the art of teaching. Recognized by students as a superior teacher.
2. **Service.** Has served successfully in significant leadership positions, such as Section Chief, Assistant Dean, Assistant Department Head, project officer for major Academy event, or chairperson of a major faculty committee. Has demonstrated potential for future service as Department Head or equivalent position of academic leadership. **Outstanding:** Has demonstrated clear potential for positions of the highest leadership in the Academic Division through successful service in a significant service role. Examples include but are not limited to serving as Associate Dean, Director of Academic Advising, and Section Chief.
3. **Intellectual Activity.** Has earned terminal degree. Has shown evidence of continued and varied intellectual activity. Examples include but are not limited to conference proceedings, conference presentations, conference participation, book reviews, and intellectual service (e.g. journal editor/ reviewer). **Outstanding:** Has


demonstrated exceptional competence in academic specialty through publication of original research. Examples include but are not limited to books, monographs, and peer-reviewed journal articles. To merit outstanding, the intellectual activity must be subject to external peer review.

- 4. Cadet Development and Military Professionalism. Has continued to demonstrate support for cadet development programs through participation and/or supporting actions. Has continued to maintain a high standard of bearing, conduct, and military professionalism. It is expected, however, that as a member of the PCTS becomes more senior, his/her cadet development activities will be more concentrated in "teaching" and "service" versus specific cadet professional development programs. Thus no "outstanding" criteria are specified for this performance dimension.**

14.A.13.j. Submission of Reports of Boards


- 1. The selection board shall submit a report as outlined in  Article 14.A.5.e. to Commandant via Commander (CGPC) and the Assistant Commandant for Human Resources for approval, modification, or disapproval. If the board has acted contrary to law or regulation, Commander (CGPC) shall return the report for reconsideration, revisions, and resubmission.**
- 2. After approval of the report by the Secretary, the officers concerned shall be promptly notified of the board's action.**
- 3. Except as required by this article, the proceedings of the selection board shall not be disclosed to any person not a member of the board.**

14.A.13.k. Consideration by Second Board

A second board convened as described in  Article 14.A.13. a shall consider a member of the PCTS who is out of the line of promotion. No officer who was a member of the first board may serve on the second board to consider the same officer.

14.A.14. Selection Boards for Promoting Retired Officers Recalled to Active Duty

14.A.14.a. Convening Boards

When one or more retired officers recalled to active duty are eligible for promotion under  Article 5.A.8., Commander, (CGPC) convenes a selection board to consider promoting them to the next higher grade. If Commander, (CGPC) deems this

appropriate, he or she may convene separate boards for each grade; otherwise, a single board acts for all grades.

14.A.14.b. Composition of Boards

The board consists of five active duty Coast Guard officers serving in or above the highest grade to which the board may recommend retired officers recalled to active duty for promotion. An officer who has served on a board that failed to recommend an eligible recalled retired officer for promotion may not serve on a later board that considers that same recalled retired officer for the same grade.


14.A.14.c. Board Members' Oath

Each selection board member swears he or she will keep in mind both recalled retired officers' special fitness and Coast Guard efficiency and perform the duties imposed on him or her without prejudice or partiality.


14.A.14.d. Selection

Each selection board shall recommend for promotion those eligible recalled retired officers whom it considers fully-qualified for promotion.

14.A.14.e. Submitting Board Reports


1. Each board submits a report as described in  Article 14.A.5.d. to the Commandant, through Commander, (CGPC), for approval, modification, or disapproval. If the board has acted contrary to law or regulation, he or she or Commander, (CGPC) returns the report for revision and resubmission.
2. After the Commandant approves the report, Commander, (CGPC) promptly notifies the officers concerned of the board's action.
3. Except as this Article requires, no one shall disclose selection board proceedings to any person not a member of the board.

14.A.14.f. Consideration by Second Board


A second board convened under  Article 14.A.14.a. and b. considers a recalled retired officer out of line of promotion. No officer who served on the first board can serve on the second board to consider the same officer.

14.A.15. Selection Boards for Officers Recalled from the Temporary Disability Retired List

14.A.15.a. Commissioned Officers

Commissioned officers recalled to active duty from the Temporary Disability Retired List (TDRL) will be placed back on the ADPL and considered for promotion under the usual procedures for officers of their status, except as otherwise defined in  Article 1.A.12.b.

14.A.15.b. Chief Warrant Officers

Chief warrant officers recalled to active duty from the TDRL will be considered for promotion under the usual procedures for officers of that status, except as otherwise defined in in  Article 1.A.12.b.

14.A.16. Selection Boards for Promoting the Coast Guard Band Director


14.A.16.a. Convening a Board

When the band director is eligible for selection for promotion, Commander, (CGPC) convenes a selection board to consider promoting this officer.

14.A.16.b. Composition of Board

A board convened to consider the band director for promotion to the next higher grade shall consist of five Regular Coast Guard officers serving in or above the grade to which the board may recommend the director for promotion. No officer who served on a board which failed to recommend the band director for promotion may serve on a later board which again considers the same band director. If reasonably available, a Coast Guard Academy Permanent Commissioned Teaching Staff member shall serve as a board member.

14.A.16.c. Members' Oath

Each board member shall swear to the best of his or her ability to keep in view both the band director's special fitness and the efficiency of the Coast Guard Band; perform the duties imposed without prejudice or partiality; and, further, recommend selection for promotion under the standards prescribed in  Article 14.A.16.d.


14.A.16.d. Performance Standards

The selection board shall recommend promoting the band director if it believes he or she is fully qualified for promotion by meeting these standards:

1. A versatile musician.
2. Highly motivated toward the Coast Guard and demonstrates outstanding efforts to enlist highly qualified musicians for assignment to the Coast Guard Band.

3. Instills and maintains a high spirit of professionalism within the band.
4. Demonstrates outstanding leadership qualities and maintains harmonious relationships within the band, the band members' superiors, and the general public.
5. Develops and maintains the Coast Guard Band at peak performance at all times.
6. Although the Coast Guard Band is his or her prime responsibility, demonstrates efficiency in performing assigned collateral duties.

14.A.16.e. Submitting Board Reports

1. The board submits its report as described in  Article 14.A.5.d. to the Commandant, through Commander, (CGPC), for approval, modification, or disapproval.
2. After the Commandant approves the report, Commander, (CGPC) promptly notifies the officer concerned of the board's action.
3. Except as this Article requires, no one shall disclose selection board proceedings to any person not a member of the board.

14.A.17. Boards to Designate Reserve Officers as Reserve Program Administrators

14.A.17.a. Convening a Board

As the Service needs require, Commander, (CGPC) convenes a board to consider Reserve officers for designation as Reserve Program Administrators (RPAs) and provisional RPAs for designation as permanent RPAs.

14.A.17.b. Board Composition

The board shall consist of five officers, ADPL and RPA, serving in or above the grade to which the board may recommend RPA applicants.

14.A.17.c. Board Members' Oath

Each board member shall swear to keep in view both RPAs' special fitness and the Coast Guard's efficiency and to perform the duties imposed without prejudice or partiality.

14.A.17.d. Information Furnished to Boards

Commander (CGPC) shall furnish the board with this information:

1. The number of Reserve officers the board may recommend for designation as provisional RPAs.
2. The names of provisional RPAs eligible for consideration as permanent RPAs.
3. The names and records of all officers eligible for board consideration.

14.A.17.e. Selection Method

The board shall carefully consider applicants' performance of duty, educational background, administrative ability, and personal characteristics and select only those whom it considers fully qualified and will be successful in this occupation. If more fully qualified applicants for designation are available than vacancies, Commander (CGPC) shall instruct the board to select on a best-qualified basis.

14.A.17.f. Submitting Board Reports

Each board shall submit a report as outlined in ~~14.A.6.c.~~ Article 14.A.6.c. to the Commandant through Commander (CGPC) for approval. If the board has acted contrary to law or regulation, the Commandant or Commander (CGPC) shall return the report for revision and resubmission. Commander (CGPC) notifies applicants as soon as possible after the Commandant has approved the board recommendation.

14.A.17.g. Designation

All selected applicants are initially designated as provisional RPAs. After they complete their two-year extended active duty requirement, their designation is removed if a board does not select them as permanent RPAs; ~~14.B.3.i.~~ Article 1.B.3.i.

14.A.18. Selection Boards for Promoting Chief Warrant Officers


14.A.18.a. Convening Selection Boards (10 USC 573)

When Service needs require, the Secretary convenes a selection board to recommend eligible active duty warrant officers for promotion.


14.A.18.b. Board Membership (10 USC 573)

The board consists of at least five ADPL officers serving in a permanent grade above lieutenant commander. Commander (CGPC-opm) may assign warrant officers senior in grade to those under consideration as additional selection board members.

14.A.18.c. Board Members' Oath (10 USC 573(f))

Board members shall comply with  Article 5.B.3.f.


14.A.18.d. Information Furnished to Boards (10 USC 576)

Commander (CGPC) furnishes information as indicated in  Article 5.B.3.g.

14.A.18.e. Selection Method

The board shall comply with  Articles 5.B.3.j. and 14.A.7.guidelines.

14.A.18.f. Submitting Report

The board submits a report as  Articles 5.B.3.j. and 14.A.7. describe, with the name of any chief warrant officer it finds unfit or serving unsatisfactorily in his or her present grade, or found not fully-qualified to serve in the next higher grade, as well as a description of the reasons for each of these findings, for the Commandant's approval or disapproval. If the board has acted contrary to law or regulation, the Commander (CGPC) returns the report for revision and resubmission.

**14.A19. Selection Boards to Continue Active Duty Promotion List
Captains on Active Duty**

14.A.19.a. Convening a Board

At most annually, or less often as Service needs require, the Secretary may convene a board to recommend continuation for active duty ADPL captains who will complete at least three years' service in that grade during the promotion year in which the board meets and whom a board has not selected for promotion to rear admiral (lower half). The board shall not consider officers subject to a 30-year mandatory retirement under 14 USC 288 during the promotion year in which the board meets (14 USC 289).


14.A.19.b. Board Composition

The continuation board consists of at least six officers in the permanent grade of rear admiral (lower half) or rear admiral (14 USC 289).


14.A.19.c. Convening Notice

Before the continuation board convenes, Commander, (CGPC) notifies the Service at large of the convening date, the continuation zone the board will consider, officers eligible for consideration, and the number of officers the board may recommend for continuation (14 U.S.C. 289(d) and 14 U.S.C. 253).


14.A.19.d. Continuation Zone

Before convening a continuation board under  Article 14.A.19.a., the Secretary establishes a continuation zone of ADPL captains eligible for consideration for continuation on active duty who previously were not placed in a continuation zone convened under 14 U.S.C. 289.

14.A.19.e. Communicating with the Continuation Board

Officers in the continuation zone may communicate to the President of the continuation board  Article 5.A.4.e. provisions apply. (14 U.S.C.289(d) and 14 U.S.C.253)

14.A.19.f. Continuation Board Members' Oath

Continuation board members shall comply with  Article 14.A.10.d. (14 U.S.C. 289(d) and 14 U.S.C. 254)

14.A.19.g. Information Furnished to Continuation Boards

Commander, (CGPC) shall furnish the continuation board with this information:

1. The names and records of all officers eligible for consideration in the established continuation zone (14 U.S.C. 289(d) and (14 U.S.C. 258).
2. The number of officers the board may recommend for continuation on active duty (14 U.S.C. 289(c)). This number shall be no fewer than 50 percent of the number considered.


14.A.19.h. Selecting the Number of Officers Recommended for Continuation

1. The board shall select the number the Secretary directs from the designated continuation zone those officers who in its opinion are best-qualified to continue on active duty (14 U.S.C. 289(c)).
2. When deliberating the board shall adhere to both the general criteria this Article establishes for all personnel boards and the following specific procedures (14 U.S.C. 289(e)).
 - a. The board shall divide itself into two equally-sized, or as nearly so as possible, panels with each member on one.
 - b. Each panel independently considers the records of each officer in the continuation zone, recommends the number of officers the Secretary

has directed for continuation, and lists those recommended for continuation.

- c. The two panels then meet jointly to compare their recommendations. If both panels recommend an officer for continuation, the board recommends the officer or if neither recommends an officer, the board does not recommend the officer.
- d. The board then jointly considers those officers one panel but not the other recommends. A panel may recommend to continue an officer only if at least a majority of the panel members recommends him or her. The board recommends an officer for continuation only if at least two-thirds of the board members recommend him or her.


14.A.19.i. Submitting Continuation Board Reports

1. The continuation board shall submit a report, described in  Article 14.A.6.c., to the Secretary. If the board has acted contrary to law or regulation, the Secretary returns the report for proceedings in revision and resubmission. After final review the Secretary submits the board report for the President's approval.
2. On Presidential approval, Commander, (CGPC) promptly disseminates the names of the officers the board selected for continuation on active duty to the Service at large.
3. Except as this Article requires, no one shall disclose board proceedings to any person not a member of the board. (14 U.S.C. 289).

14.A20. Selection Boards to Continue RPA Captains on Active Duty

14.A.20.a. Convening a Board

Commander, (CGPC) may convene a board annually or less often to recommend for continuation on active duty those RPA captains who will complete at least three years of service in that grade during the promotion year in which the board meets and who previously were not considered for continuation. A board normally convenes if:

1. Commander, (CGPC) does not expect a sufficient number of vacancies at captain to permit promoting those RPAs on the selection list for that grade as of the dates their running mates are promoted as described in  Article 5.A.6.a., or
2. The needs of the Service otherwise require it.

14.A.20.b. Board Composition

A board convened to consider RPA captains for continuation on active duty consists of five or more officers who serve as captain or above who previously have been continued. Three members shall be RPAs, but if a sufficient number of RPAs is not available to satisfy this requirement, Commander, (CGPC) may reduce the number of RPA members to at least one. If no Reserve officer serving on active duty is senior to all officers considered for continuation, Commander, (CGPC-opm) recalls a retired or inactive duty Reserve officer senior to all officers the board will consider to active duty to serve on the board.

14.A.20.c. Convening Notice

Before the continuation board convenes, Commander, (CGPC) notifies the Service at large of the convening date, the composition of the continuation zone, and the number of officers the board may recommend for continuation.

14.A.20.d. Continuation Zone

Before convening a continuation board, Commander, (CGPC) establishes a continuation zone of RPA captains who will have completed at least three years' service in that grade during the promotion year in which the board meets. The zone consists of the most senior RPA captains on active duty eligible but not previously considered for continuation.

14.A.20.e. Communicating with the Continuation Board

Officers in the continuation zone may communicate to the President of the continuation board. ☞ Article 5.A.4.e. applies.

14.A.20.f. Continuation Board Members' Oath

Continuation board members shall comply with ☞ Article 14.A.10.d.

14.A.20.g. Information Furnished to Continuation Boards


Commander, (CGPC) furnishes this information to the continuation board:

1. The names and records of all officers eligible for consideration in the established zone.
2. The number of officers the board may recommend for continuation on active duty. This number shall be fewer than 100 percent, but not fewer than 50 percent of the number considered.

14.A.20.h. Selection

The board shall select from the designated continuation zone those officers who in its opinion are best-qualified to continue on active duty.

14.A.20.i. Submitting Continuation Board's Reports

1. The continuation board submits a report as outlined in  Article 14.A.6.c. to the Commandant, through Commander, (CGPC). If the board has acted contrary to law or regulation, the Commandant returns the report for revision and resubmission.
2. On the Commandant's approval, Commander, (CGPC) promptly disseminates the names of the officers the board selected for continuation on active duty to the Service at large.
3. Except as this Article requires, no one shall disclose board proceedings to any person not a member of the board.

14.A.21. Screening, Selection, and Appointment of Officers to the Permanent Commissioned Teaching Staff (PCTS) of the Coast Guard Academy

14.A.21.a. Convening a Panel (14 U.S.C. 188)

As Service needs require, panels will be convened to consider **applicants for appointment as members of the Coast Guard Academy's Permanent Commissioned Teaching Staff (PCTS)**. CGPC will solicit applications through an **ALCOAST and other publications deemed necessary to broaden the pool of qualified candidates**. All applications received will be processed by CGPC to ensure each applicant has submitted all the required information.

14.A.21.b. Selection Method

1. **Initially, applicants will be considered by a panel convened at CGPC. CGPC, with the concurrence of the Superintendent, shall prepare a panel precept, which will include, but may not be limited to, the following criteria: knowledge in the discipline, teaching/presentation skills, potential for further growth as an educator, scholar, administrator and role model, and ability to contribute to cadet life outside the classroom. The precept will also mandate adherence to the Coast Guard's Equal Opportunity policy. The panel will evaluate all applicants and will choose the ones they deem best qualified. The panel will then reconvene at the Coast Guard Academy to further evaluate the best qualified applicants through interviews as well as teaching/presentations and subject matter expertise demonstrations. In a**

report to the Superintendent, via the Dean of Academics, the panel shall recommend a final list of those candidates determined to be best qualified for the PCTS position. The Superintendent shall recommend a preferred candidate for PCTS to the Commandant via Commander, CGPC and the Assistant Commandant for Human Resources. The Superintendent shall include a prioritized list of an appropriate number of alternates.

2. The Commandant is the approving official on the selection.

14.A.21.c. Panel Composition

The panel shall consist of five or more members to include: the Associate Dean, the Head of the Academic Department in which the appointment will be made or the respective Section Chief, an officer from CGPC-opm, a representative from the program manager's office most closely concerned with the discipline in which the PCTS selectee will teach, and additional members designated by the Superintendent. At least two panel members shall be members of the PCTS. Typically, the panel includes at least one faculty member from another academic department. All members of the panel must be senior to the applicants.

14.A.21.d. Panel Convening Notice

A solicitation message released by Commander, (CGPC) will announce the convening of a panel to fill authorized PCTS vacancies.

14.A.21.e. Panel Members' Oath

Panel members shall swear or affirm that they will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Coast Guard Academy, perform the duties imposed upon them.

14.A.21.f. Information Furnished to Panel

Commander, (CGPC) shall furnish the service records (if applicant is a military member) and applications of all the qualified candidates responding to the solicitation.

14.A.21.g. Selection Criteria

1. The PCTS of the Coast Guard Academy exists to support the mission of providing teaching expertise and leadership in the academic division. Members of the PCTS should be models of academic, leadership and professional excellence. The military component of the PCTS complements the civilian and rotating military components of the faculty. PCTS applicants

- a. must possess at least a master's degree in the discipline or other closely allied discipline associated with the PCTS vacancy;

- b. must demonstrate capacity to complete the terminal degree in a timely manner;**
- c. must possess the teaching and presentation skills necessary for success in the classroom as well as in other professional venues (two years of teaching experience is desired but is not required);**
- d. must have the potential for growth as a leader, educator, scholar, administrator and role model. Applicants must have the potential to become competitive for the position of academic department head;**
- e. must have the desire and ability to contribute to cadet life and development in non-academic areas; and**
- f. will normally be in grades O-2 through O-4, if the applicant is already a commissioned officer.**

14.A.21.h. Reports

- 1. The panel shall submit a report as outlined in Article 14.A.6.c (applicable subparagraphs 1 through 3 and 6) to Superintendent, Coast Guard Academy, via the Dean of Academics, for further consideration. If the panel has acted contrary to regulation, the Superintendent shall return the report for revision and resubmission. The panel shall certify that in the opinion of at least a majority of the members, the candidates recommended for designation were selected on a best qualified basis.**
- 2. After reviewing the recommendation of the panel, the Superintendent, Coast Guard Academy will forward his or her preferred candidate to Commandant (G-C) via Commander, (CGPC) and Commandant (G-W).**
- 3. When the Commandant approves the report, Commander, (CGPC) shall promptly disseminate the name(s) of the individual(s) selected for designation to the PCTS to the Service at large.**
- 4. Except as this Article requires, no one shall disclose panel proceedings to any person not a member of the panel.**

14.A.21.i. Plan of Study

- 1. Upon selection for the PCTS, a candidate who does not already hold the terminal degree will, in consultation with their Department Head and with due regard for the requirements of the academic discipline and the contemplated graduate programs, design a Plan of Study for completion of the degree.**

- 2. The Plan of Study will include processes for selection of graduate programs and detailed timetables for the completion of course work and qualifying examinations, preparation of the dissertation prospectus, and research and writing of the dissertation.**
- 3. The Plan of Study must be approved by the Dean of Academics, who will keep the document on file. Timely progress toward completion of the terminal degree, as outlined in the Plan of Study, will be evaluated annually as part of the officer's regular Officer Evaluation Report.**
- 4. In consultation with the Department Head and with the approval of the Dean of Academics, a PCTS officer may revise the Plan of Study if such revision becomes necessary during the officer's course of study.**

14.A.21.j. Probationary Period

Each person who is selected to the PCTS will normally complete a two-year probationary period before being permanently appointed. If an officer has successfully served at the Coast Guard Academy for two years or more, the Superintendent may recommend that the probationary period be waived. During the probationary period, the officer must demonstrate the capacity to complete the terminal degree, the skills of an excellent teacher, and the willingness to contribute to the professional development of cadets. Following successful completion of the probationary period, the officer shall be sworn into the PCTS. If, at the end of the probationary period, the Superintendent deems the officer has not demonstrated the capacities required above, the officer will not be sworn into the PCTS.